

# OFFICE OF THE COMPTROLLER

St. Louis Municipal Finance Corporation

Refunding Bonds

Request for of Qualifications

For

Disclosure Counsel

October 28, 2014

## A. BACKGROUND

The St. Louis Municipal Finance Corporation (the “SLMFC” or the “Corporation”) currently has outstanding several series of bonds for different projects that are eligible for current or advance refunding. The Office of the Comptroller for the City of St. Louis (the “City”) and the Corporation are interested in receiving Statements of Qualifications (“Statement”) from law firms interested in serving as disclosure counsel in connection with the potential refunding of these bonds. The SLMFC bonds being considered for refunding are as follows:

- Leasehold Revenue Bonds, Series 2008 (Convention Center Capital Improvement Projects)
- Forest Park Leasehold Revenue Refunding Bonds (City of St. Louis, Missouri, Lessee) Series 2004
- Recreation Sales Tax Leasehold Revenue Bonds, Series 2007 (City of St. Louis, Missouri, Lessee)
- Lease Certificates of Participation (City of St. Louis, Missouri, Lessee) Series 2008 [Kiel Project]

The official statements for each of the above referenced transactions can be accessed on the City’s Investor website: [www.buySTLbonds.com](http://www.buySTLbonds.com). Please note that each of the above transactions was issued pursuant to different trust indentures and have different dedicated sources of repayment. Accordingly, any refunding bonds issued to refund the above referenced transactions will be issued as separate issues.

*Please be advised that the disclosure counsel selected will serve as disclosure counsel for all of the refunding transactions undertaken, if any.*

## B. QUALIFICATIONS SUBMITTAL AND EVALUATION

Please submit your Statement via email no later than **12:00 noon (Central)** on **Monday, November 3, 2014** as follows:

**Ivy Neyland-Pinkston**  
Deputy Comptroller  
Finance and Development  
Office of the Comptroller - City of  
St. Louis  
[neylandi@stlouis-mo.gov](mailto:neylandi@stlouis-mo.gov)

**Rebecca Perry-Glickstein**  
Director  
Public Financial Management,  
Inc.  
[perry-glicksteinr@pfm.com](mailto:perry-glicksteinr@pfm.com)

**Trina Smith**  
Senior Analyst  
Public Financial Management,  
Inc.  
[smithtr@pfm.com](mailto:smithtr@pfm.com)

Late responses or faxed copies of your responses will not be accepted. All material submitted in accordance with this solicitation becomes the property of the City and will not be returned. All costs incurred in the preparation of the Statement will be the sole responsibility of the Respondent. ***Joint responses will not be accepted.***

All questions related to this Request for Qualifications (“RFQ”) should be directed to Rebecca Perry-Glickstein ([perry-glicksteinr@pfm](mailto:perry-glicksteinr@pfm)) and Trina Smith ([smithtr@pfm.com](mailto:smithtr@pfm.com)) via email no later than **11:00 am (Central)** on **Thursday, October 30, 2014**. **Please do not contact any members of the Comptroller’s Office or the Corporation with questions regarding this solicitation.**

### **C. REQUESTED INFORMATION**

The following questions should be answered in preparing any response to this RFQ. Each question should be restated with the answer immediately following, unless inclusion in an appendix is more practical.

**Responses are limited to eight (8) pages, excluding the cover letter and appendices.**

1. Provide a brief description of your firm and its capabilities including ownership (percentage of minority or female ownership). Identify local offices and local office(s) employee count.
2. Provide the relevant qualifications of your firm and the members of your proposed legal team to serve as disclosure counsel including document preparation and review, disclosure and continuing disclosure practices review and assessment, recommendations regarding disclosure and continuing disclosure practices. Specifically highlight your firm's experience with the City in connection with disclosure/continuing disclosure matters, if any.
3. Indicate which professionals will be available on a day-to-day basis, attend all meetings and participate on conference calls.
4. Provide up to three (3) recent examples where your firm has served/is serving as disclosure counsel. Please indicate the primary lawyer(s) who worked on each transaction.
5. Provide no more than three recent public finance references for your work as disclosure counsel.
6. Discuss the issues the City and Corporation need to address as it relates to disclosure documents, continuing disclosure policies and practices, EMMA inter-face, the SEC MCDC initiative and other related matters.
7. Provide specific recommendations that the City and Corporation should consider to improve its disclosure documents and/or enhance its continuing disclosure practices.
8. List any potential conflicts of interest your firm may have representing the City.

### **D. SELECTION PROCESS**

The City and the Corporation reserve the right to: (1) reject any and all responses with or without cause; (2) request additional information as the City and/or the Corporation may feel necessary; (3) disqualify any firm and reject any responses for failure to promptly provide such additional information; and (4) waive any irregularities or informalities in the responses submitted. The City and the Corporation further reserve the right to make such investigations as they deem necessary as to the qualifications of any and all firms submitting responses. In the event that all responses are rejected, the City and the Corporation reserve the right to re-solicit qualification statements.